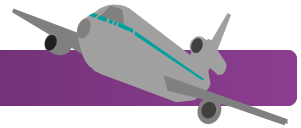
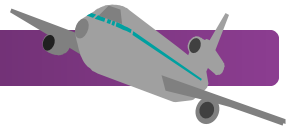
Defense Travel System



Deployment Plan

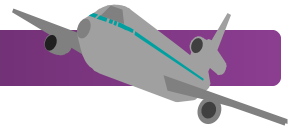
CDR Erwin Epple
(703) 607-1498, ext. 6806
24 Feb 99

Goals



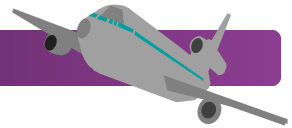
- **Provide guidance to successfully implement DTS to DOD sites worldwide by the end of FY2001**
- **Release baseline plan by February 26, 1999**
- **Serves as a vital system document, along with other DTS guides and plans**
- **Unify and coordinate the efforts of PMO and TRW**

Description



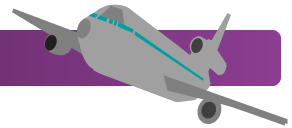
- **The plan describes**
  - **The process of fielding the system**
  - **Actions required of PMO, TRW, DISA, DFAS and implementation teams from services, agencies and user organizations**
  - **Steps necessary to interface with supporting logistical, administrative, security and financial organizations**
- **The plan is written from the user's perspective**

Teams and Resources



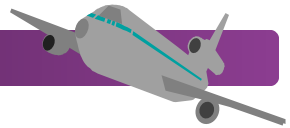
- **Implementation teams from PMO, TRW, DISA, services and agencies**
- **Applicable to DOD sites worldwide**
- **Multi-dimensional customer assistance**
  - **Online: CUI software**
  - **Training material: manuals and CBT**
  - **Commercial travel service provider**
  - **Help desks**
  - **Websites: PMO and TRW**

Document Content



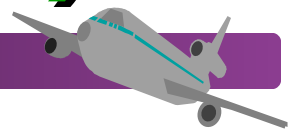
- **Introduction**
- **System description**
  - **Functional and physical configuration**
  - **Major participants and roles**
  - **Modes of access and associated hardware and software**
  - **Deployment schedules**
- **Implementation process**
  - **Primary sites**
  - **Non-primary sites**

Document Content (cont)



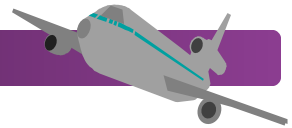
- Support requirements
  - Roles and responsibilities
  - End user assistance
- Appendices
  - Key correspondence
  - Implementation process
    - Task listings
    - Gant chart
  - Checklists

Schedule (proposed)



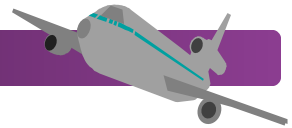
- **February 26, 1999: issue baseline plan**
- **June 30, 1999: initial system operational capability**
- **September 30, 1999: system fielded at first 12 primary sites**
- **September 30, 2001: fielding complete**

Current Status



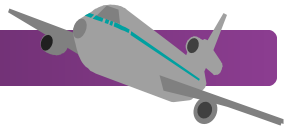
- **January 15, 1999: comments from PMO and TRW**
- **January 27, 1999: draft version issued for comment to services and agencies**
- **February 19, 1999: comments from service and agencies**
- **February 26, 1999: issue baseline plan**
- **TBD: revise as necessary**

Sample Document



- **Task list**
  - **Implementation tasks arranged chronologically**
  - **Reference point is D-DAY, the travel contract phase-in date for each site**
  - **Earliest set of actions occurs at D-190**
- **Implementation checklist**
  - **Validation of system operability at each implementation site**
  - **Signed by site POC and senior PMO deployment team member**

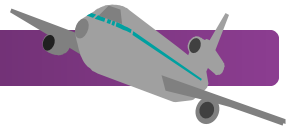
Task Lists



Plan relies heavily on tasks and actions:

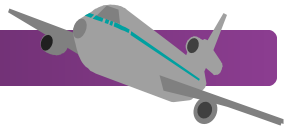
- **Implementation tasks**
- **Start date**
- **Responsibility**
- **Date completed**
- **Sorts by start date and responsibility**

Implementation Checklist



- Outreach program
- DTA functions
- LRA and digital signatures
- Training
- Data files
- System connectivity
- System operation
- Help desk
- New commercial travel service provider

Points of Contact at PMO



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  - **E-mail phillipsm@osd.Pentagon.Mil**
- **Commander Erwin Epple**
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